



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

61.1 Planning & Economic Development

61.1.16

Title Certificate of Compliance

1. Policy Statement:

1.1. The County recognizes that a Certificate of Compliance may be required by lending institutions or purchasers prior to the transfer of property. The County is not required to verify compliance, but will provide the service at the request of either the landowners or their legal counsel.

2. Guidelines:

2.1. A request for a Certificate of Compliance shall be made on the prescribed form and shall be accompanied by the following:

2.1.1. A Real Property Report (RPR) prepared by a registered Alberta Land Surveyor that is:

- a. No more than two (2) years old; or,
- b. Two (2) to five (5) years old if accompanied by a statutory declaration signed by the owner and buyer (if applicable) affirming that the RPR is an accurate and current representation of the property; and,
- c. an original RPR; no spliced, faxed or altered copies will be accepted.

2.1.2. Required fee as established in the Fees and Charges Bylaw.

2.2. A Development Officer may endorse a Certificate of Compliance provided that:

2.2.1. The Development on the property is in full compliance with the provisions of the Land Use Bylaw; or,

2.2.2. The Applicant has applied for and received a Development Permit granting a variance of one or more provisions of the Land Use Bylaw; or,

2.2.3. Approval of a Subdivision by a subdivision approving authority has resulted in a variance of one or more provisions of the Land Use Bylaw; or,

2.2.4. A Development is considered an existing Non-Conforming Building or Use as a result of the adoption of the Land Use Bylaw.

3. Advisories:

3.1. The County will not inspect the property and will rely solely on the information provided in the RPR.

3.2. A Certificate of Compliance is not a legal document and the County will not be liable for any damages arising from the use of a Certificate of Compliance containing errors where the errors are the result of incorrect or incomplete information on the RPR.

3.3. If the Development on the RPR is found not to be compliant, a conforming certificate will not be issued

4. Additional Pages:

4.1. Policy Directive (Certificate of Compliance Application)

5. Related Documents:

5.1. Land Use Bylaw

Council Approval	Council Revised	Administrative Review	Policy Committee	Page
PD20190613	CG20221213.019	DM20220810.005	November 17, 2022	1 of 2



**County of Wetaskiwin No. 10
Policy Directive**

Title Certificate of Compliance

**County of Wetaskiwin No. 10
CERTIFICATE OF COMPLIANCE APPLICATION**

P.O. Box 6960 Wetaskiwin, AB T9A 2G5
Phone: (780)352-3321 Fax: (780)352-3486
www.county.wetaskiwin.ab.ca

Date: _____

Property Address Requiring Compliance

Location: Quarter: _____ Section: _____ Township: _____ Range: _____ Meridian 4 or 5
Lot: _____ Block: _____ Plan: _____

Applicant Information

Company/ Contact Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____ Email: _____

Application Requirement & Process

With this form, include:

- Two (2) original paper copies of a Real Property Report, or an electronic endorsed Digital Real Property Report subject to it being sent to the Planning and Development Department directly from the Surveyor.
Note: Faxed, spliced or altered Real Property Reports **will NOT BE accepted**
- Application fee (as per Fees & Charges Bylaw)
 - Regular Service (7-10 business days): \$150/ parcel
 - Rush Service (3 business days): \$300/ parcel

Select a method which can be used to advise you that your application has been completed:

1. Pick up from our office Name: _____ Phone #: _____
2. Mail out to the address shown above or to the address below

Mailing Address: _____

The personal information on this form is collected under the authority of Section 33(c) of the Alberta **Freedom of Information and Protection of Privacy Act**. The information will be used to process your application and your name and address may be included on reports that are available to the public. If you have any questions on the collection and use of this information, please contact the FOIP Coordinator at (780) 352-3321.

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